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Approved For Release 2009/06/23 : CIA-RDP57-00012A000100010040-7

9 April 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. General -

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a. A meeting was held on 8 April with Mr. [] and other personnel of the Logistics Office to discuss the matter of training Logistics personnel []. Agreement was reached on the following points:

(1) That the training should be on-the-job type following a period of indoctrination in the Logistics Office, Headquarters. The proposal of a mock training set-up was rejected as being impracticable.

(2) Mr. [] Office of Logistics, will inspect the [] Supply set-up on April 15th and 16th.

(3) Mr. [] will present to OTR a statement of the training and administrative requirements for such personnel.

(4) The number of students for any one course will be limited to six. The average is expected to be only two or three.

(5) Mr. [] will be in Washington for two weeks beginning 20 April, at which time any discrepancies or variations between the present [] system and the new proposed field procedure will be resolved.

b. The Red Cross Drive within the Office of Training has been completed. A total of \$395.85 has been collected and turned over to the Red Cross. OTR had 151 contributors.

2. Personnel -

a. Mr. [] are meeting with the Personnel Section []. The purpose of the trip is to work out details for smooth coordination between Headquarters and [].

[] has successfully pro-
[]. The arrival of the group early in
[] to full strength. All persons re-
going a leadership course of training.
d of higher caliber personnel and will

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25 YEAR RE-REVIEW

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3. Services and Supply -

a. Requirements [redacted] which are to be obtained through Headquarters in Washington with FY 1953 funds are being reviewed and will be submitted to Procurement and Supply on Friday, 10 April.



4. Budget and Fiscal -

a. An analysis of OTR funds obligated for training during FY-53 is being prepared. The analysis will be submitted to each Office concerned with a request for revisions of FY-54 estimates as well as estimates for FY-55.

b. Mr. [redacted] was transferred to the Budget and Fiscal Section on 6 April.



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[redacted]
Administrative Officer, OTR

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